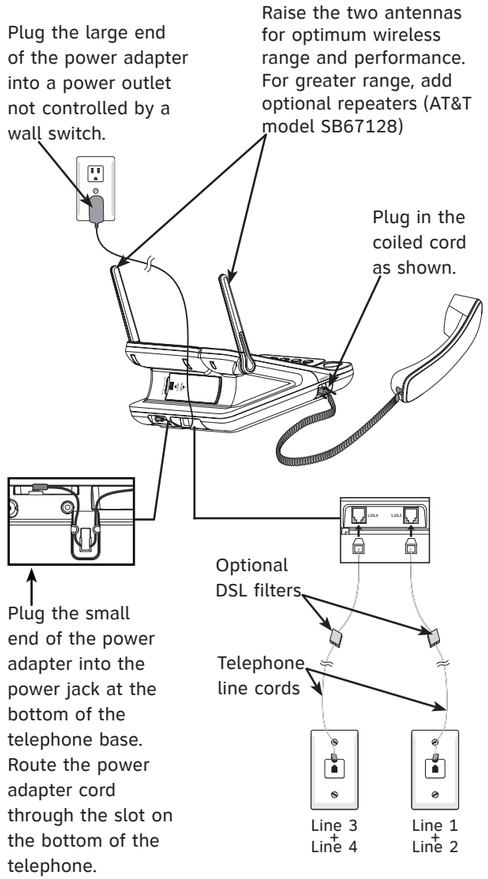
Install the telephone base

Install the telephone base as shown below. If you subscribe to high-speed Internet service (digital subscriber line - DSL) through your telephone lines, you must install a DSL filter on each DSL line.


Plug the large end of the power adapter into a power outlet not controlled by a wall switch.
Raise the two antennas for optimum wireless range and performance. For greater range, add optional repeaters (AT&T model SB67128)
Plug in the coiled cord as shown.
Optional DSL filters
Telephone line cords
Plug the small end of the power adapter into the power jack at the bottom of the telephone base. Route the power adapter cord through the slot on the bottom of the telephone.
Line 3 + Line 4
Line 1 + Line 2

See pages 6-15 in the AT&T SB67118 user's manual for complete installation instructions.

Answering system setup

You can set each of the four lines to automatically answer incoming calls in two different ways by pressing **ANSWER ON**.

- **General mailbox (gen MB only):** Incoming calls ring on every extension. If there is no answer, the caller is prompted to leave a message in the general mailbox, which a person at any handset can review.
- **Auto attendant (auto att):** Extensions do not ring for incoming calls. The system automatically answers and prompts the caller to enter an extension number.

Record announcement: You can record up to five two-minute announcements and switch among them. The auto attendant announcement should contain instructions for the caller (see page 25 in the AT&T SB67118 user's manual for sample scripts.)

1. When the telephone is idle, press **ANSWER ON** for the desired line.
2. Press ▲ or ▼ to scroll to **Setup**. Press **MENU/ENTER**.
3. Press ▲ or ▼ to scroll to **Announcement**. Press **MENU/ENTER**.
4. Press ▲ or ▼ to scroll to one of the announcements, **Anncemnt 1** through **Anncemnt 5**. If no message has been recorded, **(none)** appears. Press **MENU/ENTER**.
5. Press **MENU/ENTER** to start recording. The timer starts counting. Press **MENU/ENTER** again to stop recording. The timer stops and the recorded announcement automatically plays back.
6. Press **2** to save the announcement and return to the previous menu, or press **1** to re-record that announcement.

   -OR-

   To exit without making changes, press **EXIT.**

Record extension list: You can record a list of your phone extensions that will play when the auto attendant answers a call and the user presses the star key (*) twice.

Sample extension list: *"For sales, press 1 pound; for service, press 2 pound; for shipping, press 3 pound; or press star for the receptionist."*

1. When the telephone is idle, press **ANSWER ON** for the desired line.
2. Press ▲ or ▼ to scroll to **Setup**. Press **MENU/ENTER**.
3. Press ▲ or ▼ to scroll to **Record ext list**. Press **MENU/ENTER**. The current extension list plays.
4. Press **1** to select **Change**.
5. Press **MENU/ENTER** to start recording. The timer starts counting. Press **MENU/ENTER** again to stop recording. The timer stops and the recorded message automatically plays back.
6. Press **2** to save the announcement and return to the previous menu, or press **1** to re-record the message.

   -OR-

   To exit without making changes, press **EXIT**.

See pages 25-34 in the AT&T SB67118 user's manual for complete answering system setup instructions.

Using the telephone

To make a call: Lift the corded handset or press **SPEAKER**. To override automatic line selection, press **LINE 1**-**LINE 4** for the desired line, then lift the corded handset. Wait for a dial tone, then enter the telephone number. The screen displays the elapsed time as you talk.

To answer a call: Lift the corded handset or press **SPEAKER**.

To end a call: Place the corded handset on the telephone base. If you are using the speakerphone, press **SPEAKER** to hang up.

Three-way conference calls

You can set up a three-party call by using two lines at the same time. You can also join an intercom call with a call on an outside line. The outside line call must be established first, because an intercom call cannot be placed on hold.

To make a three-way conference call:

1. Make or answer an outside call.
2. Call someone or answer a call using another line, or intercom someone. The first line is automatically put on hold. Press **CONF** at any time to begin the three-party conference.

See pages 45-46 in the AT&T SB67118 user's manual for complete conferencing instructions.

Intercom calls

Press the one-touch **EXT 1**-**0** key for the extension you want to call..

See pages 48-49 in the AT&T SB67118 user's manual for complete intercom instructions.

Push to talk (PTT) intercom

When the base is idle, press and hold a one-touch **EXT 1-0** key to broadcast a message to that handset's speakerphone.

Press and hold **INT/PTT ALL** to broadcast a message to all extensions.

See pages 52-53 in the AT&T SB67118 user's manual for complete PTT instructions.

Recording a call

While on a call, press **MENU/ENTER**. Press ▲ or ▼ to scroll to **Record call ON**. Press **MENU/ENTER**. The screen displays **-REC** and **-PRIV**, and the timer starts counting while recording. The recording ends when you end the call.

-OR-

To stop recording and continue the call, press **MENU/ENTER** and select **Record call OFF**.

See page 42 in the AT&T SB67118 user's manual for complete call recording instructions.

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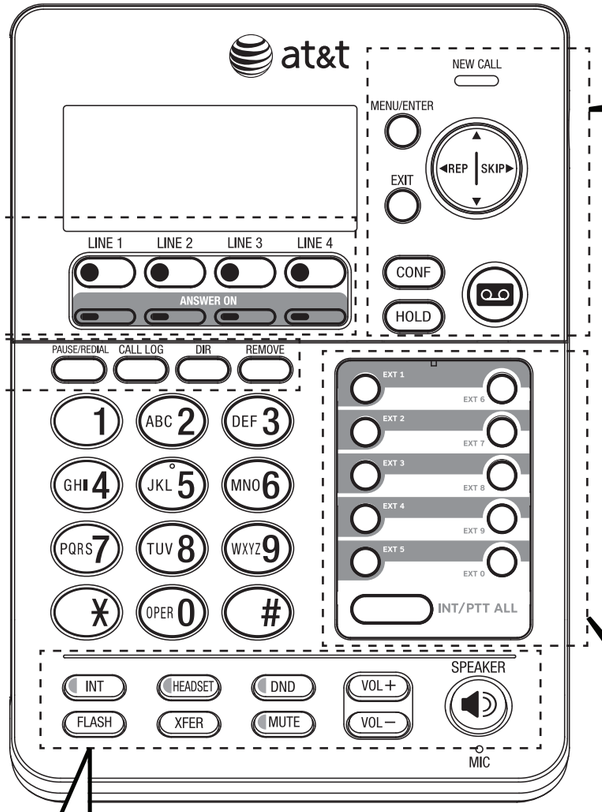
Quick start guide

AT&T SB67118 DECT 6.0 4-line corded/cordless small business system telephone base

Quick reference guide



LINE 1-LINE 4 keys

Press to make or answer a call on the desired line (pages 38-40). The indicator is on when a telephone line is in use. It flashes slowly when a telephone line is on hold. It flashes rapidly when there is an incoming call.

ANSWER ON keys

Press to show the automatic answer options for that line (page 68).

PAUSE/REDIAL

Press repeatedly to view the last 10 numbers dialed (page 40). While entering digits, press to insert a dialing pause (page 56).

CALL LOG

Press to view caller ID information (page 62).

DIR

Press to view directory information (page 57).

REMOVE

While playing a message, press to delete (page 73).

While reviewing the caller ID information , press to delete an individual entry (page 63).

While predialing, press to delete digits (page 39).

INT

When in idle mode, press to initiate an intercom call (page 48). The indicator is on when an intercom call is in process.

FLASH

During a call, press to receive an incoming call when you receive a call waiting alert (page 41).

HEADSET

When a corded headset is connected to the telephone base, press to get a line, answer a call or hang up (pages 39-40). The red indicator is on when the headset is in use.

XFER (transfer)

Press to transfer a call to an extension (page 50).

Press to transfer messages from the general mailbox to a handset mailbox (page 74).

DND (do not disturb)

Press twice to turn the feature on; you will not hear paging tones, voice paging, or incoming call rings. Press again to turn off. The indicator is on when **DND** is on (page 18).

MUTE

During a call, press to mute the microphone. The indicator flashes slowly when the microphone is off (page 43).

During an incoming call, press to mute the ringer. (page 40)

VOL+/VOL-

During a call, press to adjust the listening volume (page 17).

During message playback, press to adjust the playback volume (page 73).

SPEAKER

Press to turn on the speakerphone. Press again to turn it off. The indicator is on when the speakerphone is on (page 39).

Navigation keys

While in menus, press ▲ or ▼ to scroll through the menus, highlight items or change settings.

While entering names or numbers, press ◀**REP** or **SKIP**▶ to move the cursor to the left or right.

While playing back messages, press ◀**REP** to repeat the message, or press ◀**REP** twice to hear the previous message, or press **SKIP**▶ to skip to the next message.

NEW CALL indicator

On when there are unreviewed calls (page 62).

MENU/ENTER

Press to enter the menu.

While in the menu, press to select an item or save an entry or setting.

EXIT

While in a menu, press to cancel an operation or exit the menu display.

CONF

Press to add another extension or outside line to an existing call (page 45).

HOLD

Press to place an outside call on hold (page 44).

Messages

When in idle mode, press to enter the general mailbox menu. The indicator flashes when there are unreviewed messages in the general mailbox (page 72).

One-touch keys, EXT 1-0

Press to intercom with the desired cordless extension number (page 48).

Press and hold to broadcast a message to that extension (page 52).

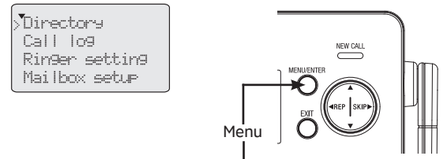
INT/PTT ALL

Press to page all extensions. An intercom connection is established with the first extension that answers (page 48)

Press and hold to broadcast to all extensions (page 52).

Main menu

The **>** symbol highlights a menu item.



Main menu

Directory (page 54)
Call log (page 62)
Ringer setting (page 17)
Mailbox setup (page 28)
Base setup (page 19)
COVM (page 47)
Speed dial setup (page 35)
Customer support (page 35)
Registration (page 10)

Using menus

- Press **MENU/ENTER** to show the first menu item, **Directory**.
- Press ▲ or ▼ to scroll through menu items.
- Press **MENU/ENTER** to select or save changes to a highlighted menu item.
- Press **EXIT** to cancel an operation, exit the menu display, or return to the idle screen.
- Press ◀**REP** to back up to the previous menu.

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